

Standup Meeting Summary - March 5

Date [↗](#)

Tue, 5 March 2024

Participants [↗](#)

- Our team (Team Wombat)

Goals [↗](#)

- To discuss the details provided by the mentor on the Science Gallery project, analyze the slides for any unclear definitions or parts, and compile questions for clarification in the next meeting with the mentor.

Discussion topics [↗](#)

Item	Presenter	Notes		
Review of Supplemental Materials ↗	<ul style="list-style-type: none">• All members	<ul style="list-style-type: none">• The team thoroughly reviewed the supplemental materials provided by the mentor for the Science Gallery project. This review aimed to gain a deeper understanding of the project's scope, requirements, and expectations.		
Slide-by-Slide Analysis ↗	<ul style="list-style-type: none">• All members	<ul style="list-style-type: none">• Details: The team conducted a detailed slide-by-slide analysis of the presentation, focusing on dissecting each sentence and identifying any ambiguities or unclear definitions. This meticulous approach ensured that no details were overlooked, and all aspects of the project were fully understood.		
Compilation of Questions ↗	<ul style="list-style-type: none">• All members	<p>Outcome: Through the analysis, the team compiled a list of questions and points that required further clarification. These questions were organized systematically to ensure they could be efficiently addressed in the subsequent meeting with the mentor.</p>		

Planned Actions and Next Steps [↗](#)

- ✓ **Finalize List of Questions:** Review and finalize the compiled list of questions to ensure they are clear, concise, and cover all areas where clarifications are needed.
- ✓ **Prepare for Next Meeting:** Assign team members specific questions to ask during the meeting to ensure a structured and effective dialogue with the mentor.

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Additional Considerations

- **Attention to Detail:** The team's thorough analysis of the supplemental materials highlights the importance of attention to detail in understanding and executing the project successfully.
- **Team Collaboration:** Effective team collaboration was evident as members engaged in a constructive discussion, bringing diverse perspectives to the analysis. This collaborative effort is crucial for the project's success.